



## **COUNTY OF SAN DIEGO**

Great Government Through the General Management System – Quality, Timeliness, Value

## **DEPARTMENT OF HUMAN RESOURCES**

### **CLASS SPECIFICATION**

**UNCLASSIFIED**

### **SHERIFF'S STANDARDS COMPLIANCE MANAGER**

**Class No. 000974**

#### **■ CLASSIFICATION PURPOSE**

To oversee the identification, monitoring, and compliance of the Sheriff's Department with legal matters, standards and court orders related to the conditions of confinement; and to perform related work.

#### **■ DISTINGUISHING CHARACTERISTICS**

This is a one-position, unclassified management class allocated only to the Sheriff's Department. The incumbent reports to the Undersheriff and has significant responsibility for formulating policies and operational procedures, interpreting legal mandates, and monitoring the performance of Sheriff's Departmental units to determine if inmate confinement activities meet all health, safety, and other mandates.

#### **■ FUNCTIONS**

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Monitors compliance with laws, court orders, and grand jury recommendations relating to conditions of confinement.
2. Defines and documents applicable standards, legal mandates, and compliance issues relating to confinement.
3. Formulates, recommends, and implements policy and operational improvements or modifications to gain compliance or improved health and safety conditions.
4. Develops record keeping and records maintenance procedures.
5. Documents standard compliance strategies and progress for courts and other official office bodies.
6. Serves as division liaison with ACLU and County Counsel.
7. Monitors and reports on important developments and practices in the detention field.
8. Serves as consultant to and witness for the Sheriff's Department on detention related legal issues.
9. Assists in the formulation of anti-crowding strategies.
10. Assists in identifying training needs and developing training programs on compliance issues.
11. Represents the Sheriff's Department on detention related issues before the Board of Supervisors and other governmental agencies.
12. Performs special projects and studies as assigned.
13. Represents the Department in administrative hearings.
14. Analyzes risk issues that occur in detention facilities.
15. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- California Administrative code provisions, Titles 15 and 24, governing correctional facilities.
- Litigation terminology and court processes related to detention facility operations and standards compliance.
- Current internal auditing and monitoring procedures related to conditions of confinement.
- Accreditation standards for correctional facilities.
- Operations evaluation and policy development methods.
- Record keeping and records maintenance requirements for correctional facility operations.
- County law enforcement operations.
- Principles of corrections management necessary to recommend, draft and evaluate compliance efforts.
- Training principles and techniques.
- Various investigative agencies, which evaluate and issue formal reports on the confinement operations of detention facilities.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

### Skills and Abilities to:

- Monitor compliance with laws, court orders, and grand jury recommendations relating to conditions of confinement.
- Develop and recommend policy and operational improvements or modifications to gain compliance or improved health and safety conditions.
- Act as a witness in court, before grand juries, and other investigative bodies on correctional facilities compliance issues.
- Research, analyze, interpret, and apply pertinent provisions of law, mandates and legislation.
- Prepare correspondence, reports, procedures and oral presentations for public officials, executive management, the courts, media and law enforcement personnel.
- Prepare training programs on standards compliance topics.
- Prepare and conduct administrative hearings on behalf of the Sheriff's Department.
- Communicate effectively orally and in writing.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: five (5) years of progressively responsible management or administrative experience in corrections or related fields or specific experience as a Court Master for Standards Compliance in Corrections facilities or other similar positions.

**Note:** Possession of a bachelor's degree from an accredited college or university in criminal justice administration, public administration or a juris doctorate is highly desirable.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

### Working Conditions

Office environment; exposure to computer screens; may require visits to detention facilities.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation, which may include a psychological, polygraph or other examination or test.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: July 28, 1989**  
**Revised: May 4, 1993**  
**Revised: November 24, 2003**  
**Reviewed: Spring 2004**

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Sheriff's Standards Compliance Manager (Class No. 000974)

Union Code: UM

Variable Entry: Y